

LOCATION	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10
DFAS/Indianapolis, IN	5-9 Oct	2-6 Nov	7-11 Dec	11-15 Jan	22-26 Feb	22-26 Mar	26-30 Apr	24-28 May	21-25 Jun	26-30 Jul	22-27 Aug	20-24 Sep
DFAS/Indianapolis, IN	19-23 Oct				8-12 Feb		12-16 Apr		7-11 Jun		9-13 Aug	
DFAS/Indianapolis, IN		16-20 Nov				8-12 Mar		10-14 May		12-16 Jul		3-17 Sep

CLASS	CODE	PREREQUISITES
Basic DTA Class (3.5 day)		Either currently performing the duties of a Defense Travel ADMINISTRATOR or going to be a DTA in the near future.
Advanced DTA Class (3 day)		Have attended a Basic DTA class (include copy of certificate) and have 6 months experience OR have 1 year experience AND have a recommendation from the LDTA and/or supervisor to attend the course.
DTA Train-the-Trainer (4 day)		Have attended a Basic DTA class (include copy of certificate) and have 6 months experience OR have 1 year experience AND have a recommendation from the LDTA and/or supervisor to attend course. Same prerequisites as the Advance DTA Class and have been chosen by National Guard, Reserve, or DFAS Army management to be a DTA Trainer.

NOTES

For Basic and Advance DTA class, Monday and Friday afternoon are the travel days. Basic DTA Class and Advanced DTA Class start on Tuesday at 0800 and end approximately at 1630 everyday unless otherwise noted.

For the Train-the-Trainer class, Sunday and Friday are the travel days. DTA Train-the-Trainer Class start on Monday at 0800 and end approximately at 1630 everyday unless otherwise noted.

Addresses and/or Directions

DFAS-IN: DFAS-IN is located in Building 1 on the Historic Fort Benjamin Harrison Army Base in Marion County about 30 from the Airport. Follow Herbert Lord Road to the back of Building 1 on the base. Address for DFAS-IN: 8899 East 56th Street, Indianapolis, IN 46249

Defense Travel Administrator (DTA) Training is being held at
Defense Finance and Accounting Services – Indianapolis
8899 East 56th Street Column 324CC-1
Indianapolis, IN 46249-0002
on the following dates:

0800-1630 Monday/Tuesday – Thursday
0800-1200 Friday

an email request with a copy of the completed registration form and a copy of your AOCO training certificate to armydtsinquiries@dfas.mil. **Requests will not be accepted earlier than 30 days prior to the class start date.** If your request is accepted, you will receive an email confirming your class date. **The training request message must be digitally signed and encrypted to ensure security of the message and attachments.**

security guard at the South entrance of Building 1. Open parking is available beyond the handicap/car pool slots in the back of Building 1. No parking pass is required, and your Government CAC allows you access to the building. Upon arrival, telephone your host to meet you on the first floor and sign you in. Your host must be present before you can be signed in as a visitor if you **do not possess a CAC**. If signed in as a visitor, your host must escort you to your meeting place and all other destinations while in Building 1.

Note: If you miss more than two (2) hours of your scheduled training session you may continue, but you will not receive a DTA training Certificate. If you do not arrive on Tuesday morning and do not call your seat will be given to someone on the stand-by list.

BRING YOUR COMPLETED COL TRAINING CERTIFICATE TO CLASS:

Certifying Officers Legislative (COL) training: The new web-based training for Accountable Officials and Certifying Officers is for the use of anyone who fills any DTA roles, but is particularly vital for those who certify the expenditure of funds (e.g., Certifying Officers using DTS). Please make every effort to complete this training prior to attending class, if you have not previously taken the class. It is a requirement prior to your appointment as a Certifying Officer or Accountable Official.

COL training is available in TraX at the DTMO Web page at (you may need to copy and paste this link into your browser):

<https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=578098&CFTOKEN=26930392>

Directions:

From Indianapolis International Airport

(1.0 Mi)

2. Keep RIGHT at the fork to continue on COLONEL H. WEIR COOK MEMORIAL DR. (0.8 Mi)
3. Take the ramp toward I-70 W/ ST LOUIS/ SOUTH AMERIPLEX PKWY/ I-70 E/ I-465/ I-74/ INDIANAPOLIS. (0.2 Mi)
4. Take the ramp toward I-70 E/ I-465/ INDIANAPOLIS/ I-74. (0.5 Mi)
5. Merge onto I-465 S toward I-465 S/ I-74 E. (24.8 Mi)
6. Take the 56TH ST. exit, EXIT 40, toward SHADELAND AVE. (0.6Mi)
7. Take the 56TH ST. ramp. (0.2 Mi)
8. Turn RIGHT onto E 56TH ST. (1.8 Mi)
9. End at 8899 E 56th St Indianapolis, IN 46249-0002.

County about 30 minutes from the airport. Follow Herbert Lord Road to the back of Building 1 on the base.

Estimated Time: 39 minutes Estimated Distance: 29.91 miles

Transportation:

DFAS-IN. Highways, and traffic are pretty easy to deal with in the Indianapolis area. There aren't any Airport Shuttles that covered the Marion County area, so a hotel shuttle to the airport, or taxi would be your only option. Unless you have a ride to DFAS-IN, a taxi to and from the hotel to the site would be your only choice without a rental car.

Hotel Name	Miles to DFAS-IN	Phone	Address	Comments/Details	Gov Rate	Website
Amerisuites-Keystone	9.73 mi	317-843-0064	9104 Keystone Crossing	Info	Yes	Hotel Webpage: http://amerisuites.com/reservations/locationdetail.asp?facid=4023
Best Western Hotel	6.85 mi	317-842-9190	8300 Craig Street	Info	Yes	Hotel Webpage: http://book.bestwestern.com/bestwestern/productInfo.do;jsessionid=FF6A8695ABF420329345CF4F5EF59C7D?propertyCode=15060
Candlewood Suites Extended Stay Hotel-Castleton, IHG/Holiday Inn Family Hotel	6.68 mi	317-595-9292	8111 Bash Street	Full Kitchens, Free Wireless Internet, Free laundry facilities, Fitness Center onsite or Free use of Lifetime Fitness Facility in Castleton, Indoor pool and hot tub, Free business center, Candlewood Cupboard mini-convenience store onsite. Guests earn Priority Club points for their stay.	Yes	HOTEL WEBPAGE: www.candlewoodsuites.com
Comfort Inn and Suites	3.6 mi	(317) 823-7711	5755 German Church Road, Indianapolis, IN 46236	Non-smoking - Free deluxe continental breakfast - Free wireless high-speed Internet access in all rooms - Free local calls - Pet-friendly hotel (nightly fee)	Yes	Hotel Website: http://www.comfortinn.com/ires/en-US/html/HotelInfo?hotel=IN225&sid=w7s2i.9G3gmg0iZg.2&sarea=8144&sname=Lawrence&sstate=IN&country=US&radius=40.23&slat=39.8386&slon=-86.0253&schain=CI&scity=Lawrence&sort=&nroom=1&nadult1=1&nchild1=0&nadult2=1&nchild2=0&nadult3=1&nchild3=0&nadult4=1&nchild4=0&nadult5=1&nchild5=0
Courtyard Castleton	6.72 mi	317-576-9559	8670 Allisonville Rd.	Info	Yes	Hotel Webpage: http://marriott.com/property/propertypage.mi?mars haCode=INDCS
Crowne Plza Hotels & Resorts	14.73 mi	317-631-2221	123 W. Louisiana Street, Indianapolis, IN 46225		Yes	Hotel Webpage: http://crowneplaza.com/ind-downtown

Embassy Suites North	16.59 mi	317-872-7700	3912 Vincennes Road	Info	Yes	Hotel Webpage: http://embassysuites.hilton.com/en/es/hotels/index.jshtml;jsessionid=NPAM2EPADINKWCSGBIU2VCQKIYFC3UUC?ctyhocn=INDNHES
Extended Stay Hotel - Castleton	5.11 mi	317-596-1288 or 800-EXT-	7940 N. Shadeland Ave	Kitchen with refrigerator, microwave, and stovetop	Yes	Hotel Webpage: http://extendedstayhotels.com
Extended StayAmerica Indianapolis - Northwest	15.38 mi	(317) 872-3090	9030 Wesleyan Rd.		Yes	Hotel Webpage: http://www.extendedstayamerica.com/minisite/?HotelID=674
Hampton Inn Northeast/Castleton	6.44 mi	317-576-0220	6817 E. 82nd Street	Info	Yes	Hotel Webpage: http://hamptoninn.hilton.com/en/hp/hotels/index.jshtml;jsessionid=NPAM2EPADINKWCSGBIU2VCQKIYFC3UUC?ctyhocn=INDNEHX
Hilton Garden Inn	8.35 mi	1-317-577-5900	9785 North by Northeast Blvd.		Yes	Hotel Webpage: http://hiltongardeninn.hilton.com/en/gi/hotels/index.jshtml;jsessionid=F1IV3XWOJAFQ4CSGBIX2VCQKIYFCXUUC?ctyhocn=INDFHGI
Hilton North (formerly the Omni)	6.6 mi	317-849-6668	8181 N. Shadeland Ave	Info	Yes	Hotel Webpage: http://www.hilton.com/en/hi/hotels/index.jshtml;jsessionid=NPAM2EPADINKWCSGBIU2VCQKIYFC3UUC?ctyhocn=INDINHF
Holiday Inn Express - Fishers, Indiana	8.34 mi	317-578-9000 (Hotel Front	9780 N. BY NE BLVD. I-69 EXT.3 96TH STREET	Business Services Copying - E-mail & Internet - Fax - PC available - Printer - Unstaffed Business Center - Analog Dial-up Service Available High Speed Internet Access - Wireless Data Connection (Initial Fee: \$10.00) - Kids Eat Free	Yes	Hotel Webpage: http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/indne?rpb=hotel&crUrl=/h/d/hi/1/en/hotelsearchresults
Holiday Inn Select At The Pryamids	15.14 mi	317-872-9790 (Hotel Front	3850 DEPAUW BLVD., INDIANAPOLIS, IN 46268		Yes	Hotel Webpage: http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/indno?rpb=hotel&crUrl=/h/d/hi/1/en/hotelsearchresults
Homestead Suites	18.46 mi	317 334-7829	8520 Northwest Blvd	Excellent staff and management. Great for PCS.	Yes	Hotel Website: http://www.homesteadhotels.com/minisite/?HotelID=49
Homewood Suites - At The Crossing	9.39 mi	317-253-1919	2501 E. 86th Street	Info	Yes	Hotel Webpage: http://homewoodsuites.hilton.com/en/hw/hotels/index.jshtml;jsessionid=4RKA5U2RZL4YCSGBIX2VCQKIYFCXUUC?ctyhocn=INDKCHW

Indianapolis Marriott East	7.41 mi		7202 East 21st Street		Yes	
Jameson Inn of Castleton	6.8 mi	317-849-8555	8380 Kelly Lane	Signature Inns and Jameson Inns now owned by Longhouse Hospitality. Newly Renovated.	Yes	Hotel Webpage: http://www.jamesoninns.com/Hotel_Detail.asp?ID=112
Marriott North	10.03 mi	317-705-0000	3645 River Crossing Parkway	Info	Yes	Hotel Webpage: http://marriott.com/property/propertypage.mi?mars haCode=INDNO
Omni Hotel (North)	6.61 mi	(317) 849-6668	8181 N. Shadeland Ave	Amenities: Bar/lounge on site, Business center, Cable TV, Coffee maker, Complimentary breakfast, Data line	Yes	Near Community Hosp. North: http://www.google.com/maps?hl=en&lr=&q=omni+hotel&near=Indianapolis,+IN&radius=0.0&cid=39768333,-86158056,14012145934874481145&li=Imd&ie=UTF8&om=1&z=14&ll=39.910329,-86.043549&spn=0.029956,0.057335&iwloc=A
Residence Inn by Marriott - Indianapolis/Fishers	8.31 mi	1-317-842-1111	9765 Crosspoint Boulevard, Fishers, Indiana		Yes	Hotel Website: http://www.hotels-rates.com/hotels_reservations/property/27479/
Residence Inn North	15.68 mi	317-872-0462	3553 Founders Road	Info	Yes	Hotel Webpage: http://marriott.com/property/propertypage.mi?mars haCode=INDNN
Sheraton Hotel & Suites Keystone	9.53 mi	317-846-2700	8787 Keystone Crossing	Info	Yes	Hotel Webpage: http://www.starwoodhotels.com/sheraton/search/hotel_detail.html?requestedChainCode=SI&requestedAffiliationCode=SI&goToRooms=yes&lengthOfStay=1&numberOfRooms=1&numberOfAdults=1&arrivalDate=2005-05-05&departureDate=2005-05-06&rpoi=&propertyID=158&rc
Staybridge Suites Fishers	8.35 mi	317-577-9500	9780 Crosspoint Blvd	Info	Yes	Hotel Webpage: http://www.ichotelsgroup.com/h/d/sb/1/en/hd/indf h?irs=null
Suburban Extended Stay Hotel	6.72 mi	317-598-1914	8055 Bash Street	New in 2008, full kitchens, on site laundry, access to fitness club, guests can collect Choice reward points	Yes	HOTEL WEBPAGE: http://www.suburbanhotels.com/hotel-indianapolis-indiana-IN250
Towne Place Suites by Marriott -- Keystone at the Crossing	8.35 mi	317-255-3700 or 800-257-	8468 Union Chapel Rd.	Info	Yes	Hotel Website: www.marriott.com/reservation/availability.mi?propertyCode=INDTK

	Registration Form
NAME	.
COMPLETE SSN	.
PHONE #	.
EMAIL ADDRESS	.
TRAINING DATE REQUESTING	.
TYPE OF TRAINING	.
SUPERVISOR NAME	.
SUPERVISOR EMAIL ADDRESS	.
ORGANIZATION	.